

Job Description: Placer SPCA

JOB TITLE:	Behavior Assistant
DEPARTMENT:	Shelter Operations
ACCOUNTABILITY:	Behavior Supervisor / Shelter Operations Manager – Animal Focus
FUNCTION:	Under the direct supervision of the Behavior Supervisor, responsibilities include assisting in the behavior assessment review process for both dogs and cats, assist with cat and dog behavior intervention plans, assist with water treadmill program and animal welfare enrichment. May also assist with staff and volunteer training as assigned.

Duties & Responsibilities:

1. Assist with implementation and management of animal welfare enrichment plans ensuring each animal's five freedoms are met to the best of our ability. *
2. Assist management to ensure the proper behavioral information is made available to adopters concerning an individual animal's needs.*
3. Assist and participate with all behavior review steps for both dog and cats.*
4. Participate in the disposition process as directed, particularly as it relates to behavior for all animals in care*
5. Assist and perform (after appropriate training) euthanasia of animals as required.*
6. Work with the behavior supervisor, and shelter operations manager – animal focus to identify, develop, and implement new behavior programs which contribute to the goals of the and the mission of the PSPCA.*
7. Responsible for accurate record-entry including data entry, statistical and other reports associated to the behavior program.*
8. Properly identify all animals and display ability to maintain proper paperwork that is associated with all shelter operational programs, with an emphasis on behavioral paperwork. *
9. Provide support and assist as needed with the intake and disposition of animals.*
10. Assist with external and internal animal transportation needs, as assigned.*
11. Assist in tours, lectures, public education programs, special events and fund-raising activities as needed.

12. Perform all duties in the prescribed manner and ensures the safety of oneself and others. *
13. Treat animals humanely, with compassion and concern both on and off the job, and transmits these values to others. *
14. Provide accurate information and friendly professional service to the public and to coworkers in a responsive, positive, courteous, truthful and tactful manner. Responsibly communicates principles that convey and impart an understanding of the policies and procedures of the SPCA to the public *
15. Assist with management including providing individual training to dog and cat volunteers as assigned.*
16. Provide assistance in the Animal Care, Customer Care, or Foster Departments as needed or as assigned. *
17. Regular and timely attendance. Weekend days will be required on a regular basis, and scheduled overtime as required. *
18. This job description is not intended to be all inclusive and employees will also perform other reasonably related business duties that may be requested by the Chief Executive Officer or other management staff as required which will ensure a positive image and/or will improve the services of the Placer SPCA.

* Essential duties and job responsibilities.

Qualifications:

1. Must be 18 years or older
2. High school graduate or GED equivalent.
3. Two years college work preferred.
4. Fear Free certified preferred.
5. Prefer two or more years' experience in an animal shelter setting, with a good understanding of the day-to-day activities in addition to experience as it relates to animal behavior.
6. Must be able to work independently and be self-motivated
7. Valid CA driver's license with a good driving history.
8. Must be in good physical and mental health and have the ability to perform prolonged strenuous physical activity, including lifting and carrying animals weighing up to 50 pounds for short distances with the help of fellow employees.
9. Knowledge of contemporary dog kenneling, cat kenneling and behavior management practices. Knowledge concerning humane treatment of animals. Knowledge of various breeds and their characteristics and a familiarity with the symptoms of diseases common to dogs and cats. Professional dog or cat behavior modification or training experience would be considered a plus.

10. Ability to operate a personal computer, MS Word, MS Access, MS Excel, copy machine, facsimile, and answer telephones in the prescribed manner.
11. Allergic condition which would be aggravated through exposure or contact with animals is a disqualification.
12. Must submit to a background check and have no convictions that would prevent obtaining a Veterinary Assistant Controlled Substance Permit.

Working Conditions:

1. Incremental merit adjustments consistent with current shelter policy.
2. 40-hour workweek, including weekends and evenings as scheduled, with intermittent overtime and/or evening work at sites away from the shelter.
3. Compliance with current PSPCA Employee Policy Manual.
4. Frequent contact with the public in a fast paced and changing work environment which, at times, may be stressful or emotionally charged.
5. Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases.
6. Willingness to attend training programs to upgrade skills as needed.

The Placer SPCA is an equal opportunity employer.

The PSPCA reserves the right to revise or change this job description as necessary or as business requires. This job description does not constitute a written or implied contract of employment.

I understand the qualifications as described above for the behavior assistant position, and by signing below acknowledge that I am able to perform the job duties listed above and I am willing to accept the working conditions herein.

DATE: _____

Applicant Acknowledgement